DRA® K–8 and DRA® 4–8 Bridge Pack

DRA®

DRA® Online Management System

Report Analyst's User Guide

Release 2.5, Issue 1

CELEBRATION PRESS
Pearson Learning Group

DRA® Online Management System

Report Analyst User's Guide Version 2.5b

This document may only be reproduced by *DRA® Online Management System* subscribers for the purpose of distribution to and training of internal staff. *DRA®*, *Developmental Reading Assessment®*, *Ready Readers®* and *QuickReads®* are registered trademarks of Pearson Education, Inc.

Copyright ©2005 by Pearson Education, Inc. publishing as Celebration Press, an imprint of Pearson Learning Group, 299 Jefferson Road, Parsippany, NJ 07054. All rights reserved.

Proprietary Statement
The programs (which include the software, the online Help, and the paper documentation) contain propriety information of PLG; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, decompilation of the programs is prohibited.

Pearson Learning Group's Disclaimer of Warranty
PLG provides this document "as is," without warranty of any kind, either express or implied, including but not limited to, the implied warranties of merchantability, fitness for a particular purpose or non-infringement. This document may contain technical inaccuracies or typographical errors. PLG may make improvements and changes to the program described in this document at any time without notice.

1-800-321-3106
www.pearsonlearning.com

Table of Contents

INTRODUCTION **5**

A NOTE FROM JOETTA M. BEAVER 5
DRA AND DRA ONLINE 6
Developmentally Appropriate Assessments *6*
Book Search *6*
Program Extensions for Instruction Following DRA *7*
WHAT'S NEW IN DRA ONLINE VERSION 2.5 9
Registration: Report Analysts Can Register at More than One School *9*
Book Search: New Pearson Learning Group Titles Are Available *9*
Reports: Clustering Students into Groups *9*
Individual Student Reports: Now Available to Report Analysts *9*
Reports: Additional Scores Available on Key Reports *9*
Reports: Class List Report Displays the Latest Assessment Period *9*
Administration: Login and Password Lookup *10*
Administration: Export Student Assessment Data *10*
CUSTOMER SUPPORT 11

SIGNING UP AND LOGGING IN **12**

SELF-REGISTRATION 12
First Time Registrant Form *13*
Confirmation Message & Approval Process *14*
LOGGING IN 16
DRA ONLINE PRIMARY NAVIGATION 17
LOGGING OUT 18

BOOK SEARCH **19**

OVERVIEW 19
USING BOOK SEARCH 19

REPORTS **20**

OVERVIEW 20
Sorting Report Data *20*
Printing Reports *20*
REPORTS MENU 20
STUDENT GROUPING 20
Add New Group *21*
View Button *22*
Edit Button *22*
Delete Button *23*
Reports Button *23*
Class List / Student Reports *23*
Students per Reading Level *26*
Students per Reading Stage *28*
Focus Group Reporting *28*
COMPLETION REPORTS 29

Completion Over Time Report *29*
Completion Report *30*
Student List *31*
PERFORMANCE REPORTS 31
Students per Reading Level Report *32*
Students per Reading Stage Report *32*
Average Reading Level vs. Benchmark Report *33*
DEMOGRAPHICS REPORT 33
ADMINISTRATION 35
OVERVIEW 35
ADMINISTRATION MENU 35
CHANGE PASSWORD 35
CHANGE PERSONAL INFO 36
OPT IN/OUT 36
LOGIN/PASSWORD LOOKUP 36
Edit Login/Password *37*
DATA EXPORT 37
Set Criteria *38*
Instructions Email *38*
Login & Download *39*

Introduction

A Note From Joetta M. Beaver

Dear Educator,

I'm so pleased you've decided to extend your use of Pearson Learning Group's *Developmental Reading Assessment (DRA)* by subscribing to the *DRA Online Management System*, often referred to as just DRA Online. You join a community of many other educators that use *DRA* to identify students' reading abilities, document progress, and tailor teaching methods to drive effective reading instruction. You now have the ability to effectively manage rich assessment data through this centralized data management and reporting system.

DRA Online was created to streamline the collection and use of *DRA* data for both teachers and administrators in schools and throughout districts. In 2000, with the accountability pressures felt by many districts, Pearson Learning Group noted that *DRA* would be more effective if it extended beyond paper. While many districts tried to develop systems for managing the rich *DRA* data, PLG responded with *DRA Online*, a centralized system that captures the vital *DRA* information and makes it come alive in a classroom and across districts.

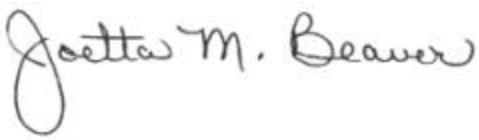
The primary purposes of *DRA Online* are to:

- Store and manage student data centrally.
- View student progress from K-8 at a glance and comprehensively.
- Easily group students by instructional needs for instruction.
- Generate an array of student progress reports for teachers, report analysts, and school-, subdistrict-, and district-level *DRA Online* managers.
- Disaggregate *DRA* data in order to meet accountability requirements of Reading First and school improvement plans.

This user's guide will provide you with the information you need to begin managing your student *DRA* information. It will help you more effectively use of *DRA Online* as an instructional resource in your classrooms, schools, and districts.

If you have any questions regarding *DRA Online*, please feel free to email our technical support specialists at dra.pearson@pearsonlearning.com. Thank you for using Pearson Learning Group's *Developmental Reading Assessment*!

Sincerely,



Joetta M. Beaver, Creator of *DRA*

DRA and DRA Online

Developmentally Appropriate Assessments

Developmental Reading Assessment (*DRA*) K–8 gives educators the quick, accurate assessment they need to develop independent, successful readers. An industry standard, *DRA* helps educators identify every student's reading ability, document progress, and tailor teaching methods to drive effective reading instruction. *DRA* K–8:

- Offers reliable, validated assessment with research-based, field-tested materials. *DRA K-3* continues to be proven performer since 1997; *DRA 4–8* reliability studies are nearly complete. (All research is posted at www.pearsonlearning.com)
- Works with any reading program since *DRA* is a stand-alone assessment.
- Recognizes and adjusts to different learning abilities and testing levels, making it developmentally appropriate for all students in Grades K8.
- Provides quality authentic text. Unlike most assessments, *DRA* Benchmark Books match students' daily reading for more accurate assessment.
- Determines independent reading level and instructional path to help teachers guide students to the next reading level.
- Meets the Reading First assessment requirement by providing ongoing monitoring of student reading behavior.

DRA K–3

Field-tested for 10 years, *DRA K–3* pinpoints students' strengths, abilities, and needs with this easy, four-part plan.

Part 1: Preview and Prediction
Part 2: Reading Conference
Part 3: Comprehension
Part 4: Teacher Analysis

DRA 4–8

This researched-based resource helps shape instructional decisions and guide ongoing student observations with step-by-step ease.

Step 1: Student Reading Survey Administered to the Whole Class
Step 2: One-on-One Reading Conference
Step 3: Independent Student Work on Comprehension
Step 4: Teacher Analysis

Book Search

Within *DRA Online Management System*, the Book Search helps teachers find appropriately leveled texts for their students. The Book Search includes the following Pearson Learning Group programs:

Book Treks (*DRA* Levels 30–60)
Creates a stimulating guided reading experience for intermediate through middle-school readers through high-interest fiction and nonfiction books.

Chatterbox (*DRA* Levels 1–30)
Delights young learners with pattern, rhythm, rhyme, and repetition, while drawing from their prior knowledge, putting their reading strategies into play, and inspiring them to share their post-reading ideas with others. The books' attractive illustrations, photographs, captions, and labels support the reading process, and the accessible text use vocabulary familiar to young readers.

Little Celebrations or *Celebrations Grade Level Libraries* (*DRA* Levels A–40)
Features 324 leveled nonfiction and fiction titles created by popular authors and illustrators from diverse cultural backgrounds, providing a wide range of genres and literary forms.

MCP Early Chapter Books (*DRA* Levels 18–44)
Helps beginning readers make the smooth transition from picture books to full-length works of nonfiction and fiction. Each of the three levels (*Very First Chapters*, *First Chapters*, and *Next Chapters*) contains four age-appropriate themes and feature dynamic, recurring characters.

Ready Readers® (*DRA* Level A–24)
Features a research-based, beginning literacy program with a built-in skills and phonics curriculum. This program features eight progressively leveled stages of decodable text with a wealth of support materials. The titles in this series feature systematic phonics and phonemic awareness instruction. Big books are available.

Program Extensions for Instruction Following *DRA*

After completing the Continuum, teachers select Focus for Instruction items based on what each student needs to learn next. In *DRA Online*, students are grouped by these instructional needs in the Focus Group Reporting so teachers can move right on to instruction. Consider some additional information and instructional ideas on each area of the Focus for Instruction:

Book Selection/Wide Reading: Use the Book Search and programs noted above.

Sustained Reading: Use the Book Search and programs noted above.

Preview & Predicting: Little Celebrations Picture/Text & Literacy Cards
Develops oral and written language skills. Includes illustrations from the Little Celebrations books plus matching sentence strips. Literacy cards consist of complete story texts.

Oral Reading/Fluency: *QuickReads®* and *QuickReads® Technology Edition*
Provides a systematic approach to increasing fluency. Carefully written text and consistent instruction are the key elements to the success of these companion programs—*QuickReads* and *QuickReads Technology Edition*. Reluctant readers become fluent through recognizing words automatically, increasing comprehension, and gaining important background knowledge about key cross-curricular concepts (science and social studies). Includes read-along CDs for modeling fluent reading and is now also available in a Technology Edition that allows students to work independently and receive support (intervention and instant feedback) from the computer, which is powered by a speech recognition software.

Use of Strategies: Reading with Strategies
Provides endless motivational and interactive activities with poster-sized photographs and engaging texts to help students develop essential reading strategies and skills in a group setting.

Comprehension: *Books Treks, Comprehension Plus,* & *Comprehension Power Readers*

- *Book Treks* creates a stimulating guided reading experience for intermediate through middle-school readers through high-interest fiction and nonfiction books. With *Book Treks,* you can chart a course for reading independence and standardized test success for all your students.
- *Comprehension Plus* provides explicit instruction and practice in mastering key comprehension skills and reading strategies students need to understand written text. Students are provided with opportunities to apply and transfer the skills in a meaningful context and gain invaluable study skills.
- *Comprehension Power Readers* empowers students in Grades 1–6 to become confident, independent readers (by providing direct teaching of comprehension strategies) and motivates students through high-interest texts at specific reading levels. It includes ESL/ELL support, vocabulary, and guided reading questions.

What's New in DRA Online Version 2.5

The following enhancements to *DRA Online Management System*, version 2.5, are based upon feedback on version 2.0 software and users' developing requirements:

Registration: Report Analysts Can Register at More than One School

Report analysts can now register at the district level (for all schools) or at one or more schools within a district. Report analysts can select their institution(s) through their initial self-registration, or the *DRA Online* manager who registers them can specify their schools. If a report analyst registers through self-registration, *DRA Online* sends approval emails to all *DRA Online* managers at the institution(s) selected.

Book Search: New Pearson Learning Group Titles Are Available

All Pearson Learning Group books are available to all accounts.

Reports: Clustering Students into Groups

- All users can cluster students and save them as a specified group, increasing the users' reporting and instructional management capabilities. Users can run reports based upon all students in their account, one group of students, or a comparison between groups. All reports are printer friendly, appearing one group at a time in a pop-up window.

- All *DRA Online* managers and report analysts can filter which students or groups of students should be grouped together by selecting them from a list.

- If district-level and subdistrict-level *DRA Online* managers and multi-institution report analysts work in more than one institution, they can filter students based upon institutions they select.

Individual Student Reports: Now Available to Report Analysts

All individual student reports are now available to report analysts. This includes the Class List Report, Students per Reading Level, Students per Reading Stage, and Focus Group Reporting. Report analysts can run these four reports with data from the school(s) where they are registered.

Reports: Additional Scores Available on Key Reports

In the students' Summary Reports and Class List Reports, the following scores appear in parentheses next to their appropriate descriptor: Engagement, Oral Reading/Accuracy Rate, and Comprehension.

Reports: Class List Report Displays the Latest Assessment Period

The Class List Report has been revised so that it automatically displays the assessments for the latest assessment period in the current school year.

Administration: Login and Password Lookup

The ability to lookup a login and password is now available to all *DRA Online* managers. They can look up an individual's login or password based upon an email address, view and edit logins and passwords, and resend login and password information to users. *DRA Online* managers can specify whether or not report analysts can have access to this feature.

Administration: Export Student Assessment Data

A student data export capability is now available to all *DRA Online* managers. Student assessment information (including scores) can be exported. *DRA Online* managers click on a link to request an export based upon school year, assessment period, and school name. *DRA* emails the *DRA Online* manager when the export has been completed. The *DRA Online* manager then logs in to download the tab-delimited text file to his/her computer. *DRA Online* managers can specify through their administration setting whether or not a particular report analyst can access this feature.

Customer Support

There are many resources available for *DRA Online* user support.

Need help logging into *DRA Online*?

- On the login screen, click Registration Help.
- After you login, click Help on the Main Menu bar and then do a Search on the word "registration."

The Online Tour provides an overview of the *DRA Online*'s key features and benefits. Click "Take a Tour" on the login screen.

DRA Online also includes the following help options once you have logged in.

- The *DRA Online* Report Analyst User's Guide is available for download.
  - Click FAQ on the Main Menu.
  - Search on "user manual."
  - Click on the link for the user's guide, and follow the instructions to download.

- Help is available on every page by clicking on the Help link on the top menu.

- Frequently Asked Questions (FAQs) reside in the *DRA Online* knowledge base. To ask a question, simply click FAQ on the Main Menu and then click the "Ask A Question" tab at the top.

DRA Online support:

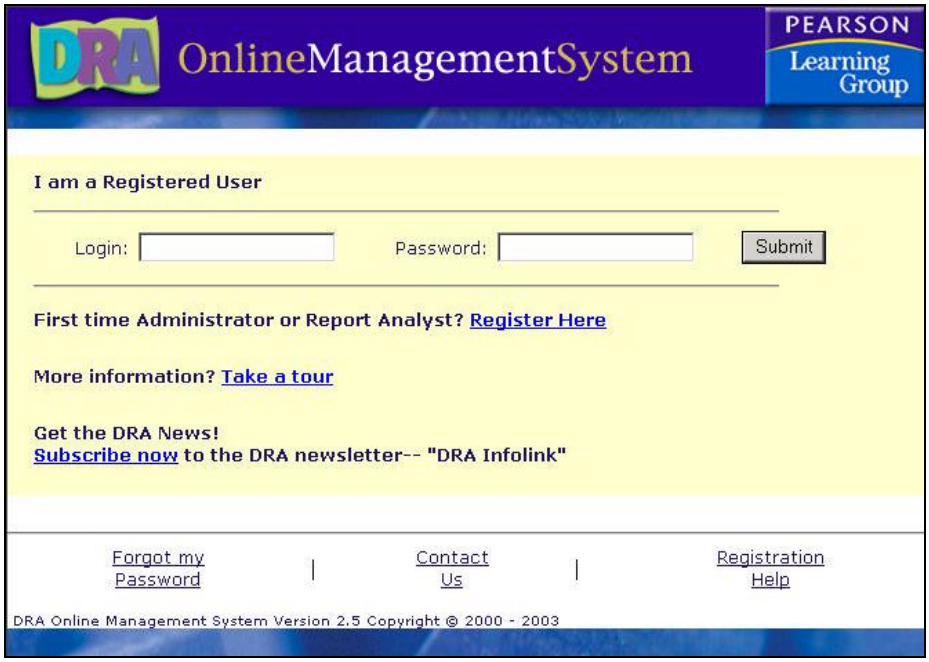
- Access *DRA Online* Tech Support by phone at 1-800-968-4558 or email to dra.pearson@pearsonlearning.com.

Signing Up and Logging In

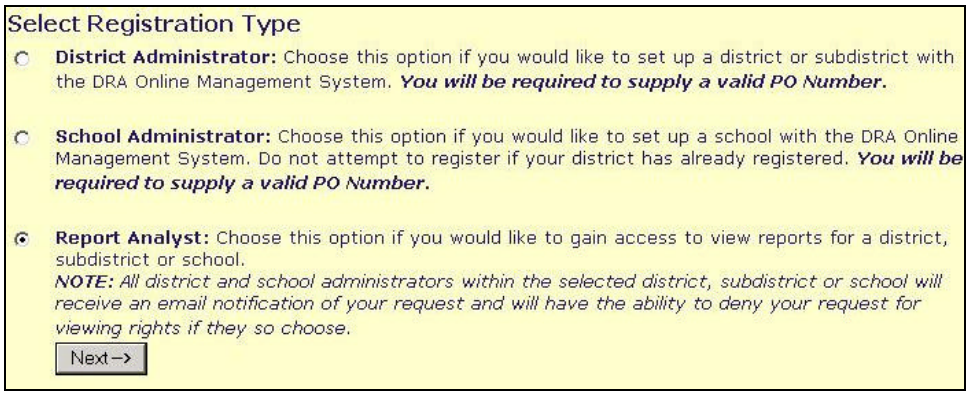
Welcome to *DRA Online*. Before you can begin using *DRA Online* as a report analyst, you must be registered by a your *DRA* district or school administrator, or you must complete the report analyst self-registration process.

Self-Registration

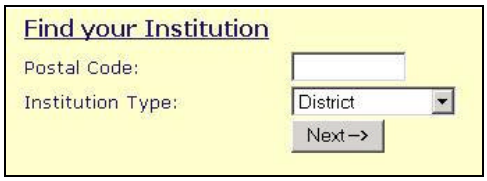
The report analyst registration process begins from the *DRA Online* Login Page.



Click on the "Register Here" link located below Login and Password to display the Select Registration Type form.



Click on the radio button to the left of report analyst and click on the Next button display the Find Your Institution form.

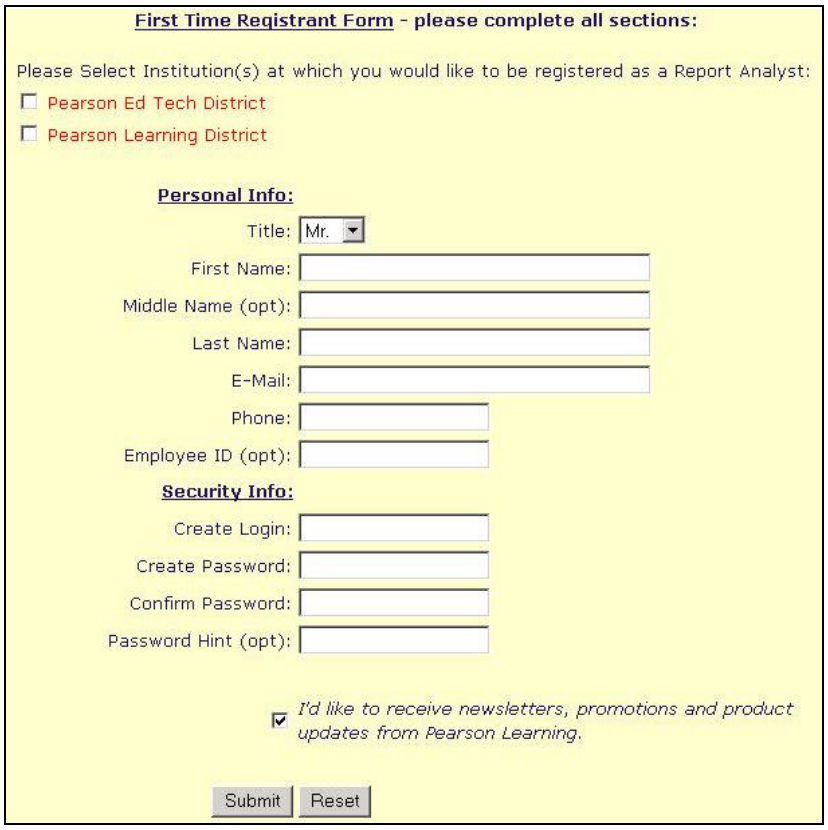


Enter the postal code (zip code) of your institution or district, select the type of institution from the list box, and click the Next button to continue. The Find Your Institution form will attempt to match the zip code and institution type with a known institution. If no match is found, the following warning page is displayed.

Click the Try Again link at the bottom of the page to return to the Find Your Institution form.

First Time Registrant Form

If a match is found for the postal code and institution type entered, then the First Time Registrant form is displayed. Following is a sample First Time Registrant Form.



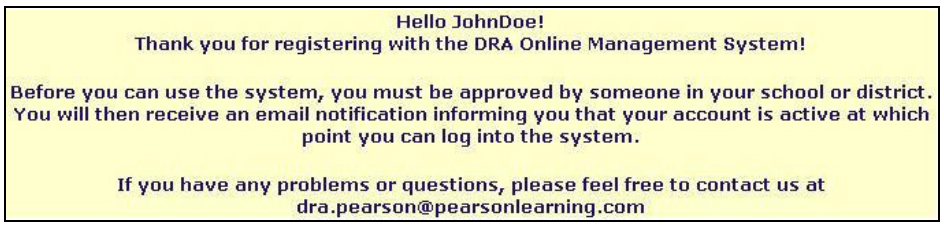
The First Time Registrant form requires the following three sets of information to be selected or entered.

- *Institution Name*: At the top of the form is a list of institutions that match the postal code and institution type previously entered. Select the institution(s) at which you would like to be registered as report analyst by clicking on the appropriate check boxes.

- *Personal & Security Information*: The following rules must be adhered to when completing the Personal & Security Information section of the First Time Registrant form.
    - Title, first name, last name, email, login, and password are required.
    - Email must contain an "@" sign and a period "."
    - Class size, which is optional, must be a number if it is entered.
    - Login cannot contain spaces and must be unique within the *DRA* system. If a login is entered that is currently used by someone else, a warning will appear requesting that a different login be entered.
    - Password and confirm password must be the same.
    - Password hint cannot be the same as the password. The password hint, which is optional, is useful for remembering a login name.

Confirmation Message & Approval Process

Submitting the First Time Registrant form opens the *DRA Online* Confirmation Message. The message informs the prospective report analyst that registration is complete and that someone must approve the request within the school or district.



An email is also sent to the prospective report analyst consisting of a similar message.

FROM: DRA.Pearson@pearsonlearning.com
TO: John Doe
SUBJECT: DRA On-Line confirmation

Hello Mr. John Doe - welcome to the DRA Online Management System!

You will not be able to log into the system until you are approved by an administrator in your school or district.
When this happens, you will receive another email notification indicating that your account has been activated.

Once your account is approved, you can login the the system at https://secure.pearsonlearning.com - we suggest you bookmark this URL.

For your records, please keep the following login information in a safe place.
Your login is jdoe - you cannot change your login.
Your password is 12345 - once you have logged into the system, you can change your password at any time by selecting "Administration" from the main menu and then "Change Password"

If you have any questions, problems or suggestions, you can reach us at DRA.Pearson@pearsonlearning.com

Thank you for using the DRA Online Management System!

The school or district administration will also receive an email notifying them that a report analyst request has been submitted. They will either approve or deny the request, at which point *DRA Online* will automatically generate an email response to the prospective report analyst.

The denial email response will include the email address of the school or district administrator that denied the request.

FROM: District Administrator
TO: John Doe
SUBJECT: DRA Admin Request Denial Notification

We're sorry, but your request for view-only privileges for Pearson Learning District has been denied by mailto:districtadmin@school.com

If you feel there has been a misunderstanding, please contact this person to clarify matters and then resubmit your request.

Thank you for your interest in the DRA Online Management System!!!

The approval email response will provide instructions on how to proceed.

FROM: DRA.Pearson@pearsonlearning.com
TO: John Doe
SUBJECT: DRA Admin Request Approval Notification

Your account with the DRA Online management system has been approved.

You can now login to the system using the login/password contained in your original confirmation email sent when you initially registered with the system.

If you have any questions or problems, feel free to contact us at DRA.Pearson@pearsonlearning.com

Thank you for using the DRA Online Management system!

The report analyst self-registration process is complete.

To enter *DRA Online*, simply type http://draonline.pearsonlearning.com into any Web browser and enter a valid login and password to proceed.

Logging In

Log into *DRA Online* by entering the following Web address https://secure.pearsonlearning.com into your browser. The login page will display with the following information.

- *Login & Password*: enter a valid login and password to log into the *DRA Online Management System*.

- *Register Here*: This link is for administrators and report analysts only.

- *Take a Tour*: provides a quick overview of the *DRA Online* system.

- *Subscribe Now*: Sign up to receive the *"DRA* Infolink" newsletter via email.

- *Forgot my Password*: For help remembering your password, click on this link, enter your login name, and click Submit.

The password hint will be displayed along with an option for entering your password to log in.

If you need further assistance remembering your password, click on the link at the bottom of the "hint" form to have the password sent to the email address on record.

- *Contact Us*: provides email, phone and postal mail contact information for *DRA Online* Customer Service and Support.

- *Registration Help*: Help is provided for registration and login.

Following is an example of the Login Page.

DRA Online Primary Navigation

At the top of every page within *DRA Online* is the Primary Navigation menu, which consists of links to each of the primary functions of *DRA Online*.

The primary navigation menu is described as follows.

- *Main Menu*: This page provides links to and descriptions of the primary functions of *DRA Online*.
- *Book Search*: Search Pearson Learning Group leveled book titles.
- *Reports*: View *DRA* reports.
- *Administration*: Set personal site administration options.
- *Help*: Allows a user to access the content of the user's guide electronically.
- *FAQ (Frequently Asked Questions)*: Link to the Pearson Learning Group knowledge base.
- *Logout*: Logout of *DRA Online*.

The Main Menu provides a short list of the major functions of DRA Online. All of the links on the main menu can be found in the Primary Navigation as well. Following is an example of the *DRA Online* Main Menu.

Logging Out

Logging out of *DRA Online* is as simple as clicking on the logout button on the primary navigation or on the main menu. It is also recommended that you close your browser window at that time as well.

Book Search

Overview

The Book Search module is accessible from two locations within *DRA Online*.

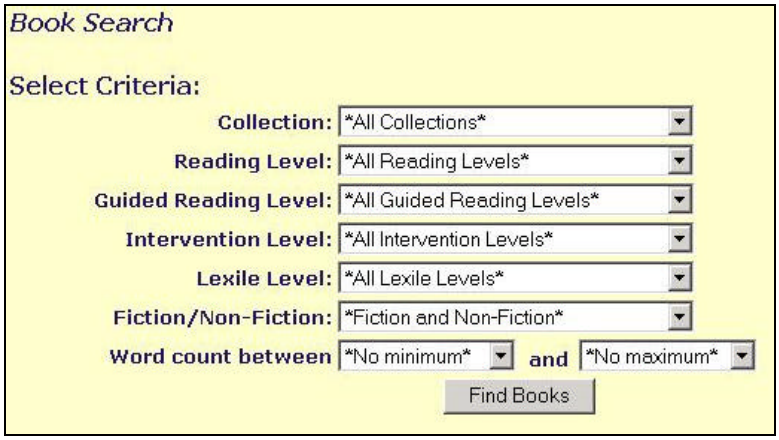
1) Main Menu
2) Primary Navigation Menu

Book Search provides a simple tool to search for leveled books to match with students' reading abilities.

Using Book Search

The Book Search Selection Criteria form consists of selection options to help refine the book search. Select the proper criteria and click the Find Books button to continue.

PLEASE NOTE: Selecting more than one leveling system may limit your results unless you are sure of the correlation between levels. It is recommended to select one level from Reading Level (*DRA*), Guided Reading, Intervention, or Lexile only along with one criteria.



The Find Books button will generate a list of products that meet the criteria entered.

Book Search Results • Visit the Pearson Learning Catalog

ISBN	Collection	Title	Reading Level	Guided Reading Level	Intervention Level	Lexile Level	Fiction/Non-Fiction	Word Count
0673617793	Book Treks, Level 4	The International Space Station	40	Q	-	900	Non-Fiction	-
0673617823	Book Treks, Level 4	Stop Here! Remarkable Roadside Attractions	40	Q	-	860	Non-Fiction	-
0673617831	Book Treks, Level 4	The Chocolate Farm	40	Q	-	790	Non-Fiction	-
067361784X	Book Treks, Level 4	Adding Up the Ads: Kids and Advertising	40	Q	-	880	Non-Fiction	-
0673617882	Book Treks, Level 4	What?s the Fashion?	40	Q	-	880	Non-Fiction	-
0673617947	Book Treks, Level 4	Three Cheers for Planet Earth!	40	Q	-	580	Fiction	-

Click on the Visit the Pearson Learning Catalog link to shop online.

Reports

Overview

The Reports module is accessible from two locations within *DRA Online*.

1) Main Menu
2) Primary Navigation Menu

Reports provide real-time information about the assessments given to a student. Report analysts can use two levels of reports: (i) class and group reports; and (ii) student reports that show data for individual students.

Sorting Report Data

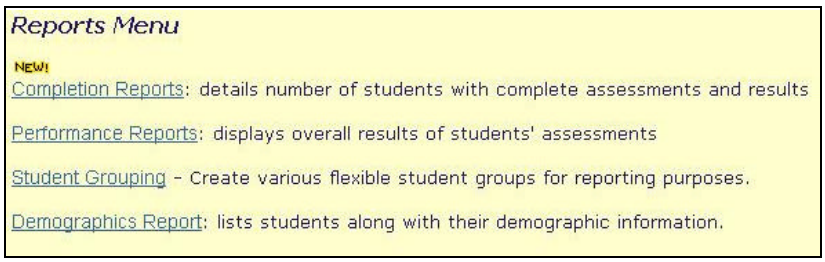
To sort a column in any report, click on the column's header. An arrow will appear in the column header pointing up, indicating the data has been sorted in ascending order by the selected column. To sort the column in descending order, click the column header again. The arrow will point down, indicating that the data has been re-sorted in descending order by the selected column.

Printing Reports

DRA reports can be printed using the standard File > Print menu option. *DRA* reports use colors to denote different characteristics, therefore it is required that the browser has print background colors activated when printing. All reports can be displayed in printer friendly mode, which removes unnecessary colors and graphics to ensure the cleanest reporting format possible.

Reports Menu

The Reports Menu displays a list of links to reports available through *DRA Online*.

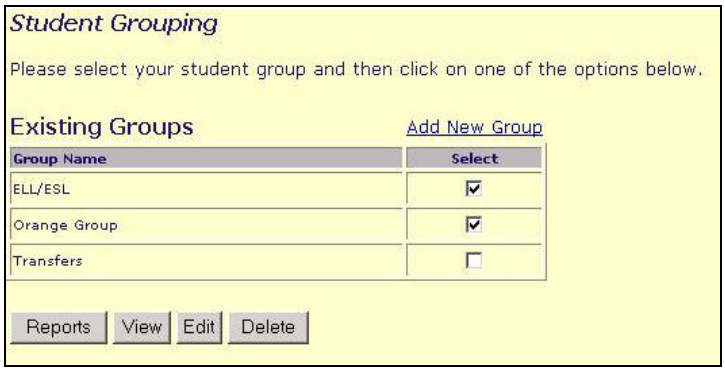


Clicking on the links within the Reports Menu will generate a real-time report and display the results within the browser. Please note that some reports within *DRA Online* are only available for completed assessments.

Student Grouping

The Student Grouping feature of the *DRA Online* reports allows a report analyst to create logical groups of students for reporting purposes. The groups, once created, can be

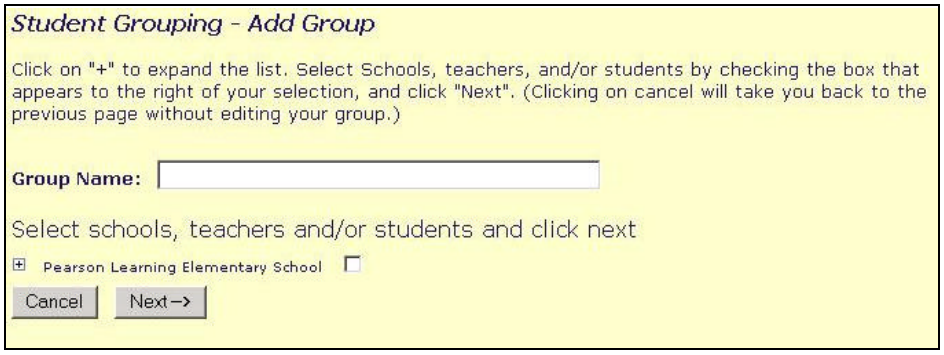
applied to customize the output of any report. Click on the Student Grouping link on the Reports homepage to enter the Student Grouping console, which is the primary interface for adding, editing, viewing, and removing student groups within a report analyst's account.



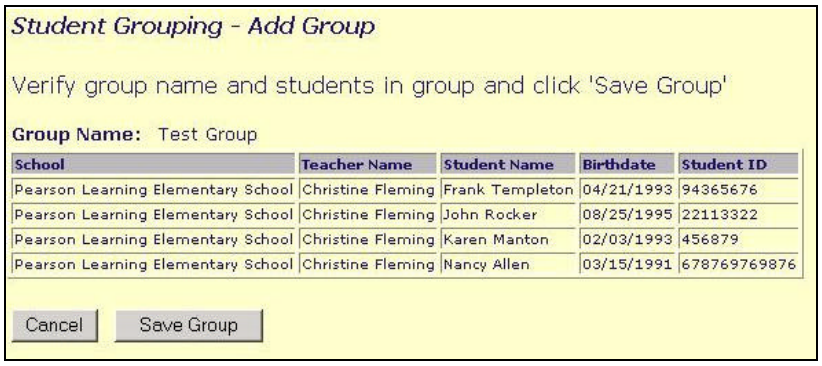
The Student Grouping console will list the existing groups, if any groups have been previously created.

Add New Group

Click on the Add New Group link at the top right above the Existing Groups list to add a new group to an account.



Enter a group name and then click on the "+" symbol to view a list of teachers with a school and again to view a list of students assigned to each teacher. Select the appropriate schools, teachers, and/or students by checking the box that appears on the right. To return to the Student Grouping console, click the Cancel button. To review the contents of the group, click Next.



Verify that the group of students is correct and click Save Group to save the group and return to the Student Grouping console. Click Cancel to return to the Student Grouping console without saving the new group.

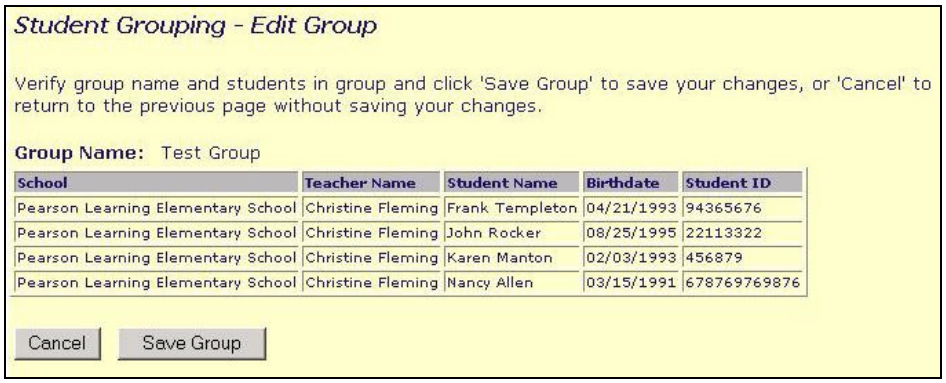
View Button

Select one or more names from the list of groups on the Student Grouping console and click View to list all of the students within the selected group(s). If more than one group is selected, the list of students will be separated by each selected group.

Edit Button

Select a name from the list of groups on the Student Grouping console and click Edit to change the group name and add or remove students from the group. NOTE: Only one group can be edited at a time.

Edit the group name and/or click on the "+" symbol to view a list of teachers with a school and again to view a list of students assigned to each teacher. Schools, teachers, and students that had been previously selected will display as pre-checked. Make the appropriate changes by checking the box that appears on the right. Clicking on a box with an existing check will remove the check. To return to the Student Grouping console, click the Cancel button. To review the revised contents of the group, click Next.


Student Grouping - Edit Group

Verify group name and students in group and click 'Save Group' to save your changes, or 'Cancel' to return to the previous page without saving your changes.

Group Name: Test Group

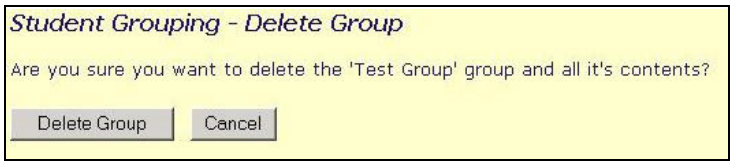
School	Teacher Name	Student Name	Birthdate	Student ID
Pearson Learning Elementary School	Christine Fleming	Frank Templeton	04/21/1993	94365676
Pearson Learning Elementary School	Christine Fleming	John Rocker	08/25/1995	22113322
Pearson Learning Elementary School	Christine Fleming	Karen Manton	02/03/1993	456879
Pearson Learning Elementary School	Christine Fleming	Nancy Allen	03/15/1991	678769769876

Cancel Save Group

Verify that the group of students is correct, and click Save Group to save the group and return to the Student Grouping console. Click Cancel to return to the Student Grouping console without saving the new group.

Delete Button

Select a name(s) from the list of groups on the Student Grouping console, and click Delete to remove the group. The following warning message will be displayed.


Student Grouping - Delete Group

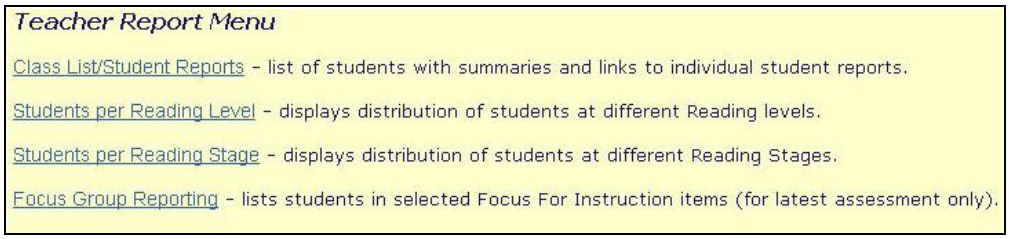
Are you sure you want to delete the 'Test Group' group and all it's contents?

Delete Group Cancel

Click Delete Group to remove the selected group from the account. Select Cancel to return to the Student Grouping console without deleting the group.

Reports Button

Select one or more names from the list of groups on the Student Grouping console and click Reports to view teacher reports for the selected group(s). Following is the Teacher Reports menu from within the Student Grouping console.


Teacher Report Menu

Class List/Student Reports - list of students with summaries and links to individual student reports.

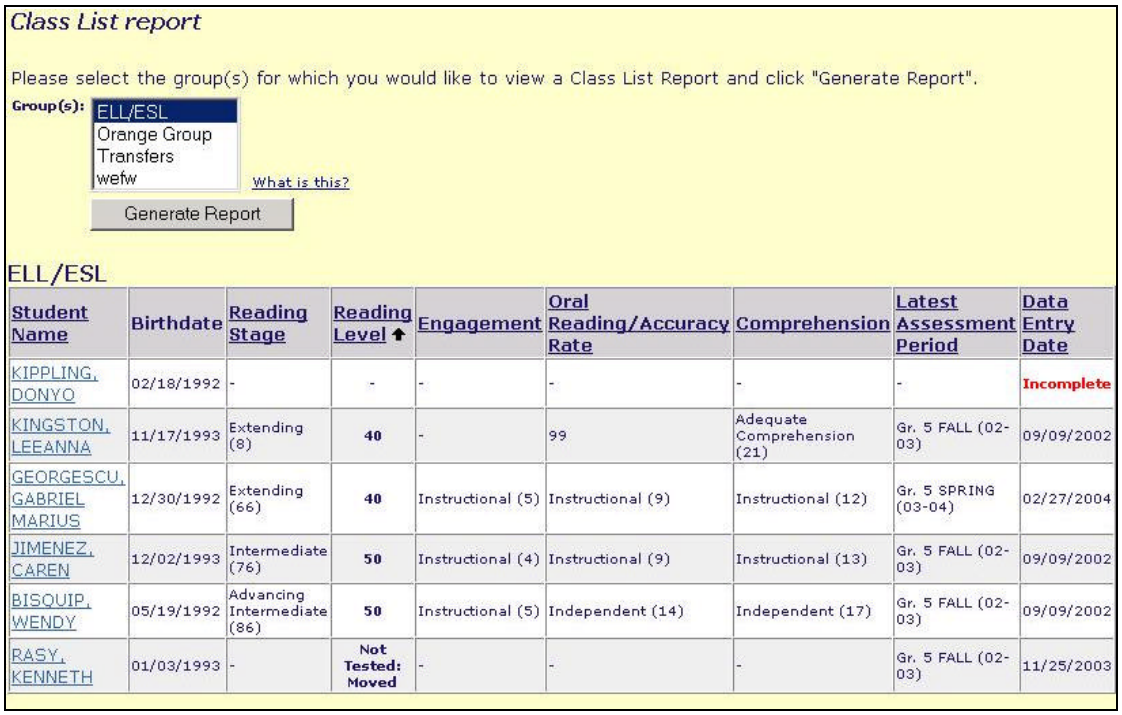
Students per Reading Level - displays distribution of students at different Reading levels.

Students per Reading Stage - displays distribution of students at different Reading Stages.

Focus Group Reporting - lists students in selected Focus For Instruction items (for latest assessment only).

Class List / Student Reports

The Class List / Student Reports link on the Reports Menu generates and displays the Class List Report for the selected group. Following is an example of the Class List Report.



Class List report

Please select the group(s) for which you would like to view a Class List Report and click "Generate Report".

Group(s): ELL/ESL, Orange Group, Transfers, wefw

What is this?

Generate Report

ELL/ESL

Student Name	Birthdate	Reading Stage	Reading Level	Engagement	Oral Reading/Accuracy Rate	Comprehension	Latest Assessment Period	Data Entry Date
KIPPLING, DONYO	02/18/1992	-	-	-	-	-	-	Incomplete
KINGSTON, LEEANNA	11/17/1993	Extending (8)	40	-	99	Adequate Comprehension (21)	Gr. 5 FALL (02-03)	09/09/2002
GEORGESCU, GABRIEL MARIUS	12/30/1992	Extending (66)	40	Instructional (5)	Instructional (9)	Instructional (12)	Gr. 5 SPRING (03-04)	02/27/2004
JIMENEZ, CAREN	12/02/1993	Intermediate (76)	50	Instructional (4)	Instructional (9)	Instructional (13)	Gr. 5 FALL (02-03)	09/09/2002
BISQUIP, WENDY	05/19/1992	Advancing Intermediate (86)	50	Instructional (5)	Independent (14)	Independent (17)	Gr. 5 FALL (02-03)	09/09/2002
RASY, KENNETH	01/03/1993	-	Not Tested: Moved	-	-	-	Gr. 5 FALL (02-03)	11/25/2003

Student Report

Clicking on a student's name will generate and display the Student Report for the selected student. The Student Report provides a comprehensive view of an individual student's performance over time and combines several reports on the same page.

Student Report Header

The Student Report header includes the name of the school and teacher as well as several links to additional reports.

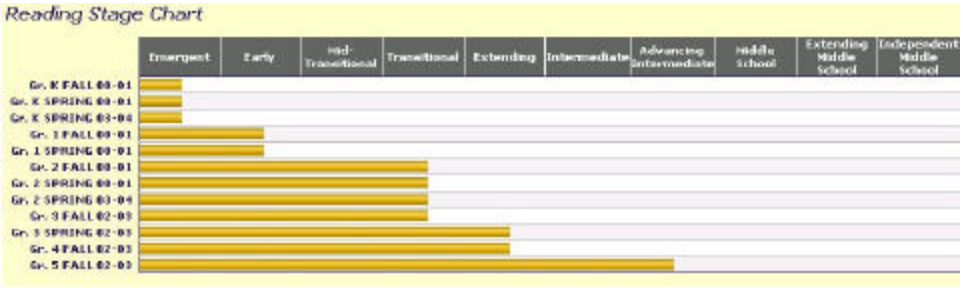
Institution: Pearson Learning Elementary School
Teacher: Mrs. Kristine Fleming

Highlighted Continuum Over Time
Reading Stage Chart
Reading Level vs. Benchmark Chart

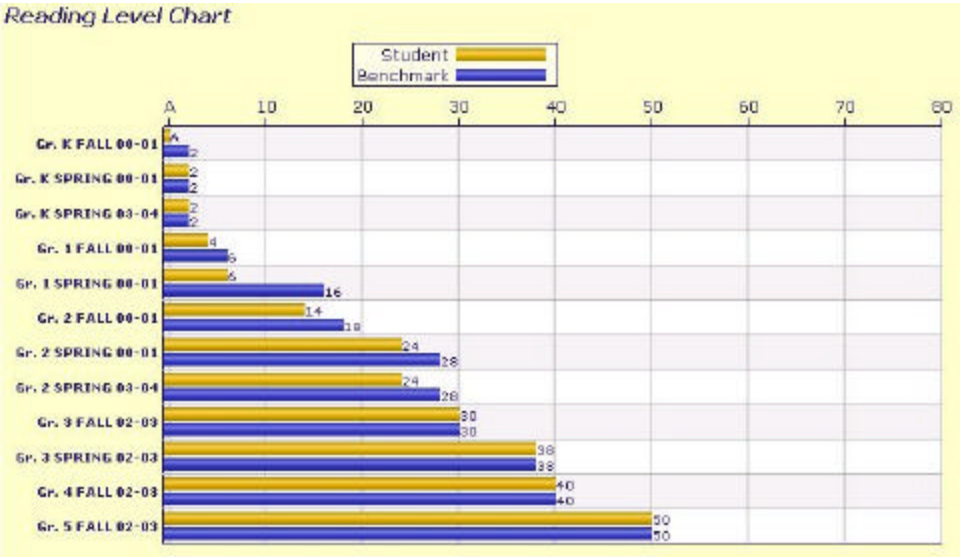
The links at the top right of the Student Report header are described as follows.

- Highlighted Continuum Over Time link displays the Continuum Report at the bottom of the Student Report page (described in the following section).

- Reading Stage Chart link generates a pop-up window that shows a student's progress through reading stages.



- Reading Level vs. Benchmark Chart link generates a pop-up window that shows a student's reading level compared to benchmarked levels.



Completed Assessments

The Completed Assessments section of the Student Report displays all of the completed assessments for the selected student.

Completed Assessments

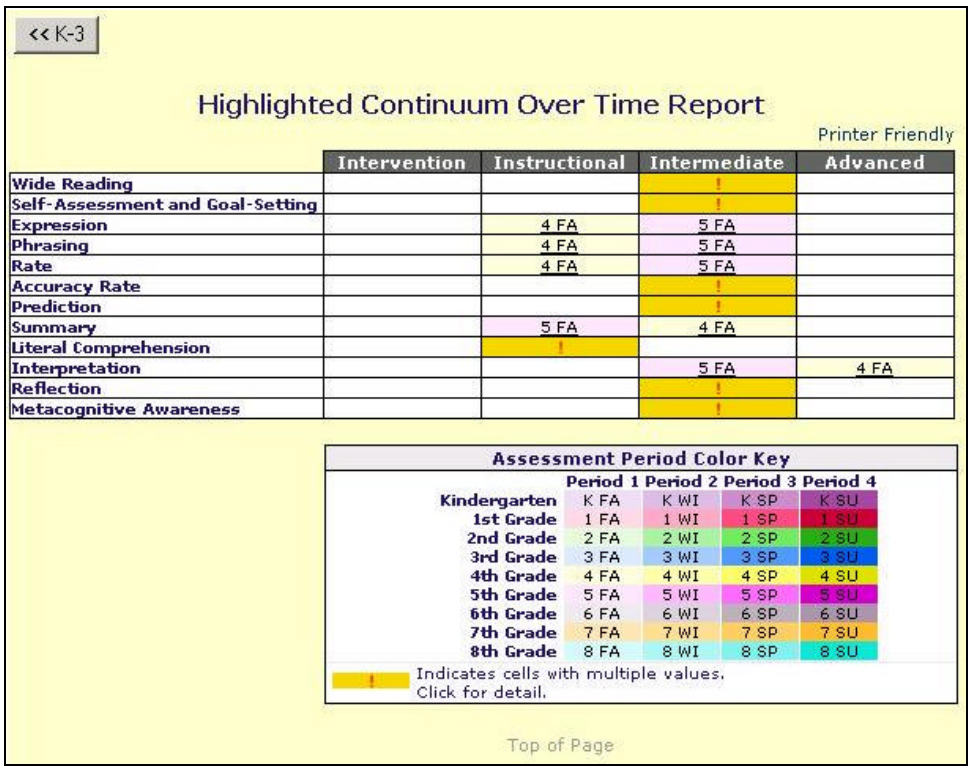
Assessment Period	School Year	Reading Level	Accuracy Rating	Comprehension	Reading Stage	Assessment Date
Gr. K FALL	00-01	A	87	N/A	Emergent	12/01/2000
Gr. K SPRING	00-01	2	95	N/A	Emergent	07/05/2001
Gr. K SPRING	03-04	2	94	N/A	Emergent	03/31/2004
Gr. 1 FALL	00-01	4	99	Some Comprehension	Early	12/14/2000
Gr. 1 SPRING	00-01	6	98	Adequate Comprehension	Early	07/05/2001
Gr. 2 FALL	00-01	14	97	Some Comprehension	Transitional	07/05/2001
Gr. 2 SPRING	00-01	24	99	Adequate Comprehension	Transitional	07/16/2001
Gr. 2 SPRING	03-04	24	98	Adequate Comprehension	Transitional	03/31/2004
Gr. 3 FALL	02-03	30	97	Some Comprehension	Transitional	09/09/2002
Gr. 3 SPRING	02-03	38	98	Adequate Comprehension	Extending	09/09/2002
Gr. 4 FALL	02-03	40	97	Independent	Extending	09/09/2002
Gr. 5 FALL	02-03	50	97	Instructional	Advancing Intermediate	09/09/2002
Gr. 5 FALL	03-04					Incomplete

The first column of the report, labeled "Assessment Period" is a link to the Assessment Summary Report for the selected assessment. The last column, labeled "Assessment Date" will display the word "Incomplete" for an assessment that has not yet been completed. Clicking on the link will transfer the teacher to the first incomplete page within the assessment.

Highlighted Continuum Over Time Report

The Highlighted Continuum Over Time Report charts a student's progress in the overall Continuum. Assessment period names located within the body of the report link to the Assessment Summary Report. This report is also available in a printer friendly version, which can be accessed by clicking on the Printer Friendly link at the top right corner of the report.

Following is an example of the Highlighted Continuum Over Time Report.

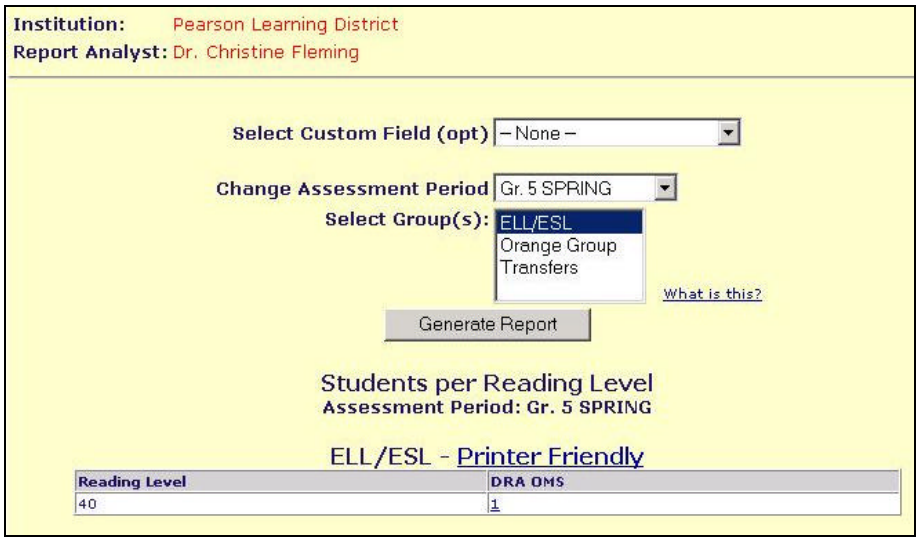


K–3 / 4–8 Toggle Button

View the K–3 Continuum format by clicking on the button labeled << K–3 at the top left of the Continuum. View the 4–8 Continuum format by clicking on the button labeled 4–8 >>.

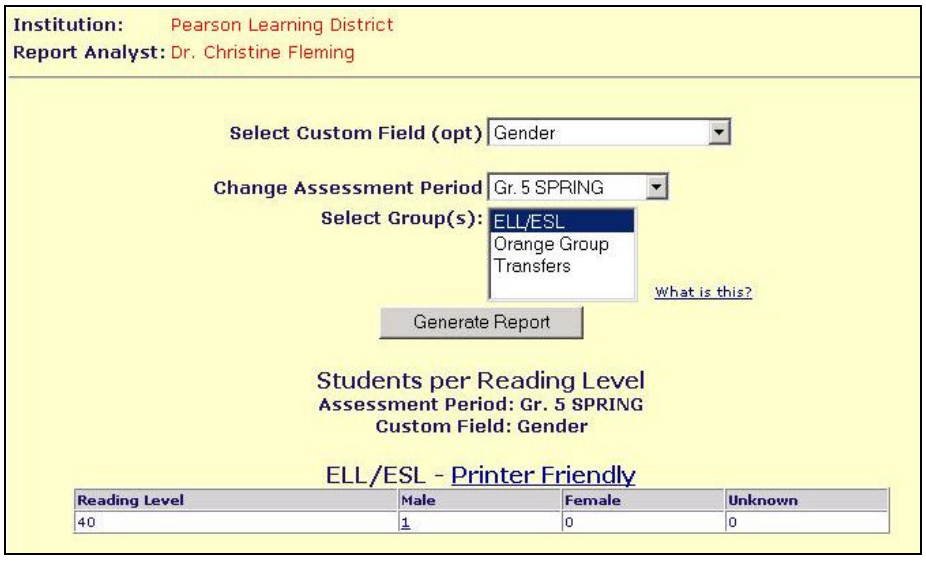
Students per Reading Level

The Students per Reading Level link on the Reports Menu generates and displays a report that provides a simple means of counting the number of completed assessments per reading level. Following is an example of the Students per Reading Level Report.



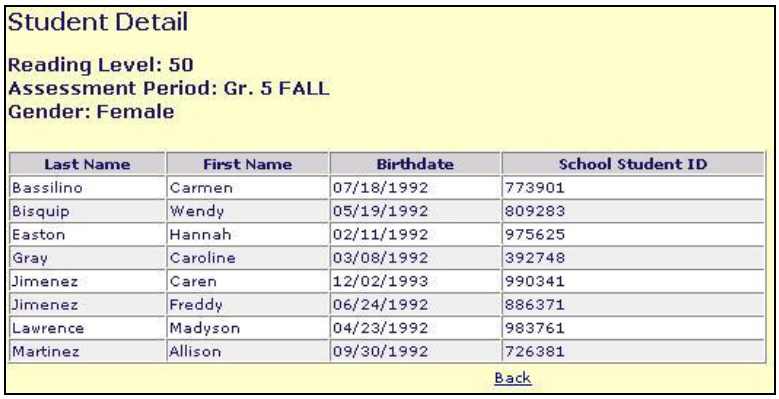
Using Custom Fields

Select a custom field from the list box to change the display of the report. Following is an example of the Students per Reading Level Report with a custom field selected.



Student Detail

View the list of students at a particular reading level by clicking on the count in the Student per Reading Level Report.



Student Detail

Reading Level: 50
Assessment Period: Gr. 5 FALL
Gender: Female

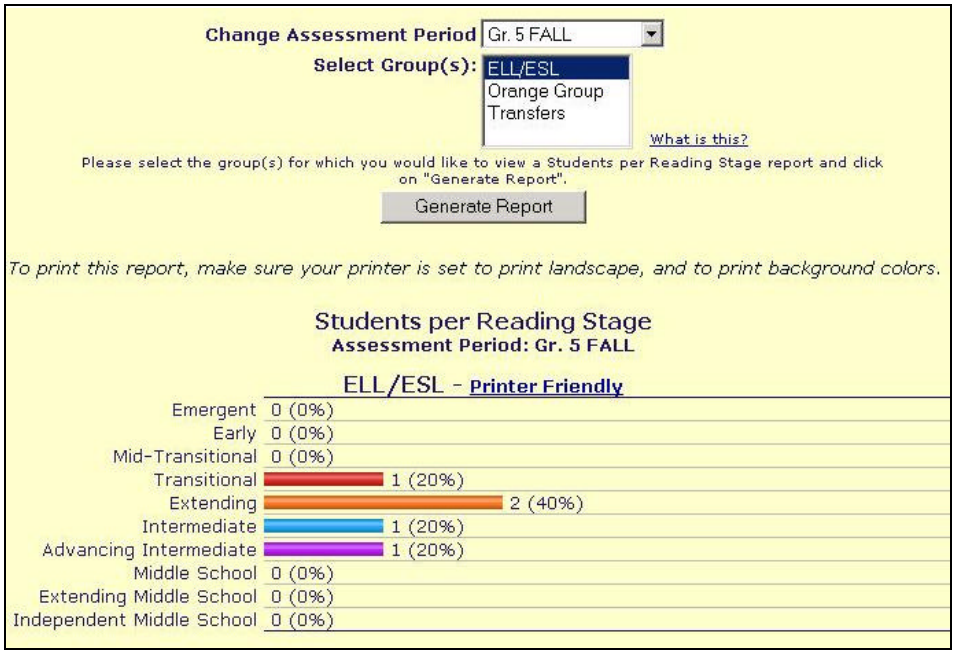
Last Name	First Name	Birthdate	School Student ID
Bassilino	Carmen	07/18/1992	773901
Bisquip	Wendy	05/19/1992	809283
Easton	Hannah	02/11/1992	975625
Gray	Caroline	03/08/1992	392748
Jimenez	Caren	12/02/1993	990341
Jimenez	Freddy	06/24/1992	886371
Lawrence	Madyson	04/23/1992	983761
Martinez	Allison	09/30/1992	726381

Back

The Back link, located at the bottom of the Student Detail Report, links back to the Students per Reading Level Report.

Students per Reading Stage

The Students per Reading Stage link on the Reports Menu generates and displays a report that lists the quantity and percentage of completed assessments per reading stage for each assessment period. Following is an example of the Students per Reading Stage Report.



Change Assessment Period: Gr. 5 FALL

Select Group(s): ELL/ESL, Orange Group, Transfers

What is this?

Please select the group(s) for which you would like to view a Students per Reading Stage report and click on "Generate Report".

Generate Report

To print this report, make sure your printer is set to print landscape, and to print background colors.

Students per Reading Stage
Assessment Period: Gr. 5 FALL

ELL/ESL - Printer Friendly

Emergent	0 (0%)
Early	0 (0%)
Mid-Transitional	0 (0%)
Transitional	1 (20%)
Extending	2 (40%)
Intermediate	1 (20%)
Advancing Intermediate	1 (20%)
Middle School	0 (0%)
Extending Middle School	0 (0%)
Independent Middle School	0 (0%)

Focus Group Reporting

The Focus Group Reporting link on the Reports Menu displays a list of Focus for Instruction categories. Select any Focus for Instruction categories by which you would like to group students. By clicking "Select All," every Focus for Instruction category will be selected. Then, select the group(s) for which you would like to view a Focus for Instruction Report and click on "Generate Report." This report is based on the latest assessment information for each student. We recommend this report not be run until all student assessments have been submitted online and are up-to-date.

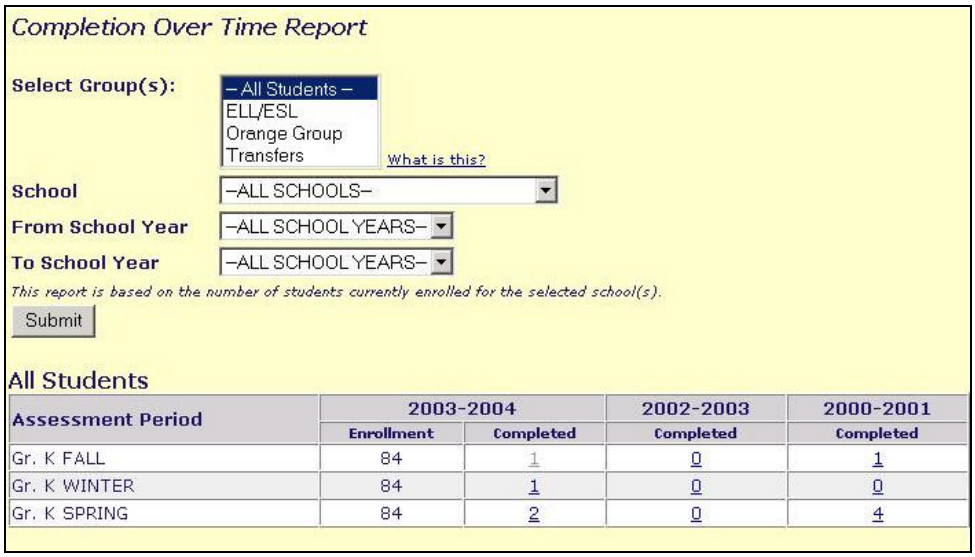
Following is an example of a portion of Focus Group Reporting.

Completion Reports

The Completion Reports link on the Reports Menu generates and displays a series of reports that detail the number of students with completed assessments and results.

Completion Over Time Report

The Completion Over Time Report, which is displayed directly from the Reports Menu, provides a historical view of completed assessments by assessment period and school year.



Completion Over Time Report

Select Group(s): – All Students – / ELL/ESL / Orange Group / Transfers — What is this?

School: –ALL SCHOOLS–

From School Year: –ALL SCHOOL YEARS–

To School Year: –ALL SCHOOL YEARS–

This report is based on the number of students currently enrolled for the selected school(s).

Submit

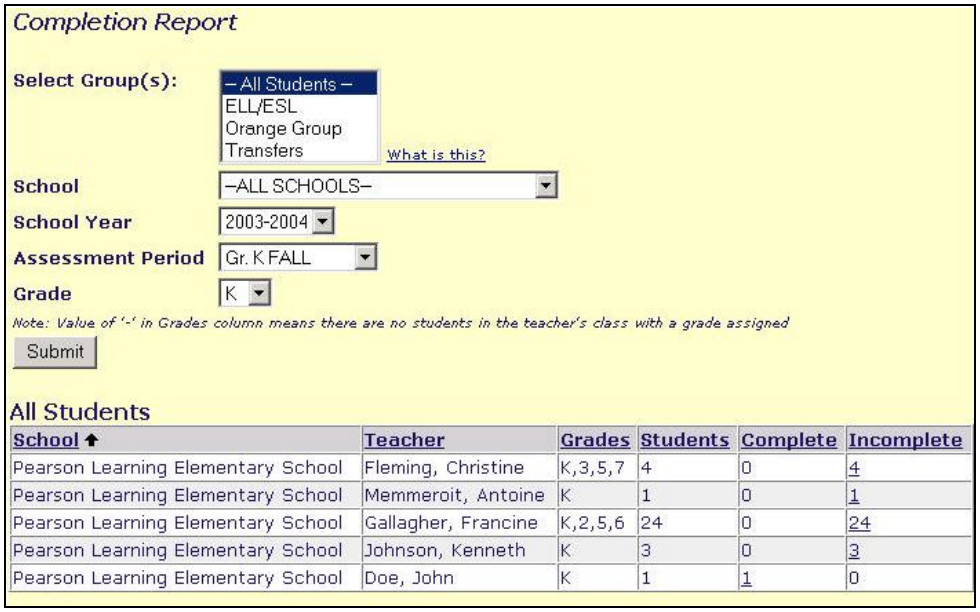
All Students

Assessment Period	2003-2004		2002-2003	2000-2001
	Enrollment	Completed	Completed	Completed
Gr. K FALL	84	1	0	1
Gr. K WINTER	84	1	0	0
Gr. K SPRING	84	2	0	4

Users can filter the contents of the report by selecting a group, school, and range of school years. Clicking on the count of assessments will generate the Completion Report for the selected combination of school year and assessment period.

Completion Report

The Completion Report provides a filtered list of schools and teachers for a school year and assessment period.



Completion Report

Select Group(s): – All Students – / ELL/ESL / Orange Group / Transfers — What is this?

School: –ALL SCHOOLS–

School Year: 2003-2004

Assessment Period: Gr. K FALL

Grade: K

Note: Value of '-' in Grades column means there are no students in the teacher's class with a grade assigned

Submit

All Students

School ⬆	Teacher	Grades	Students	Complete	Incomplete
Pearson Learning Elementary School	Fleming, Christine	K,3,5,7	4	0	4
Pearson Learning Elementary School	Memmeroit, Antoine	K	1	0	1
Pearson Learning Elementary School	Gallagher, Francine	K,2,5,6	24	0	24
Pearson Learning Elementary School	Johnson, Kenneth	K	3	0	3
Pearson Learning Elementary School	Doe, John	K	1	1	0

The report provides a summary of the total number of students with assessments as well as a count of complete and incomplete assessments. Clicking on a count of complete or incomplete assessments will generate a Student List Report.

Student List

A teacher's students with completed assessments within the selected school year and assessment period can be viewed by clicking on the count of completed assessments within the completion report. Following is an example of a list of students with completed assessments

Student List - Complete (11)

School: Pearson Learning Elementary School
Teacher: Kristine Fleming
School Year: 2000-2001
Assessment Period: Gr. 2 SPRING

Student Name	Birthdate	Reading Stage	Reading Level	Accuracy Rating	Comprehension	Latest Assessment Period	Data Entry Date
BASSILINO, CARMEN	07/18/92	Intermediate	50	98	Independent	Gr. 5 FALL	09/09/02
BISQUIP, WENDY	05/19/92	Advancing Intermediate	50	99	Independent	Gr. 5 FALL	09/09/02
EASTON, HANNAH	02/11/92	Intermediate	50	98	Instructional	Gr. 5 FALL	09/09/02
FAJARDO, LUIS	04/03/92	Extending	38	99	Adequate Comprehension	Gr. 5 FALL	09/09/02
GRAY, CAROLINE	03/08/92	Advancing Intermediate	50	97	Instructional	Gr. 5 FALL	09/09/02
JIMENEZ, CAREN	12/02/93	Intermediate	50	98	Instructional	Gr. 5 FALL	09/09/02
JIMENEZ, FREDDY	06/24/92	Intermediate	50	99	Instructional	Gr. 5 FALL	09/09/02
KINGSTON, LEEANNA	11/17/93	Extending	40	99	Adequate Comprehension	Gr. 5 FALL	09/09/02
KIPPLING, DONYO	02/18/92	Transitional	38	97	Adequate Comprehension	Gr. 5 FALL	09/09/02
LAWRENCE, MADYSON	04/23/92	Advancing Intermediate	50	98	Instructional	Gr. 5 FALL	09/09/02
MARTINEZ, ALLISON	09/30/92	NA	NA	NA	NA	NA	NA

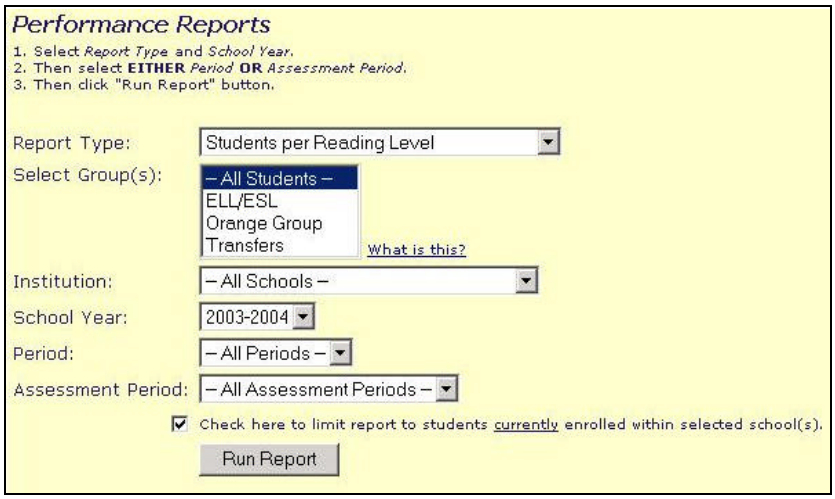
Back

The student's name is a link to the Student Report, as described earlier in this document.

Performance Reports

The Performance Reports link on the Reports Menu generates and displays a series of reports that provide a comprehensive view of student performance. Similar in layout to the performance reports available from within a Student Report, Performance Reports enable the report analyst to view multiple assessment information in a single display.

Performance Reports are generated by selecting values within the Performance Report filter.

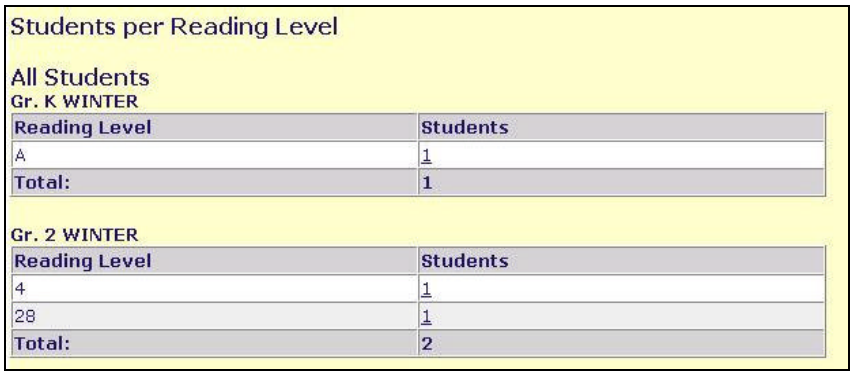


To generate a Performance Report, select the report type, school year, and either a period (marking period) or an assessment period. As with all reports, there is an option to further refine the report by selecting one or more groups. Unlike the other report analyst reports, the Performance Report includes the All Students group, which includes all students within the report analyst' jurisdiction.

Complete the filter and click the Run Report button to generate the report.

Students per Reading Level Report

The Students per Reading Level Report lists number of students at each reading level per assessment period.



Students per Reading Level

All Students

Gr. K WINTER

Reading Level	Students
A	1
Total:	1

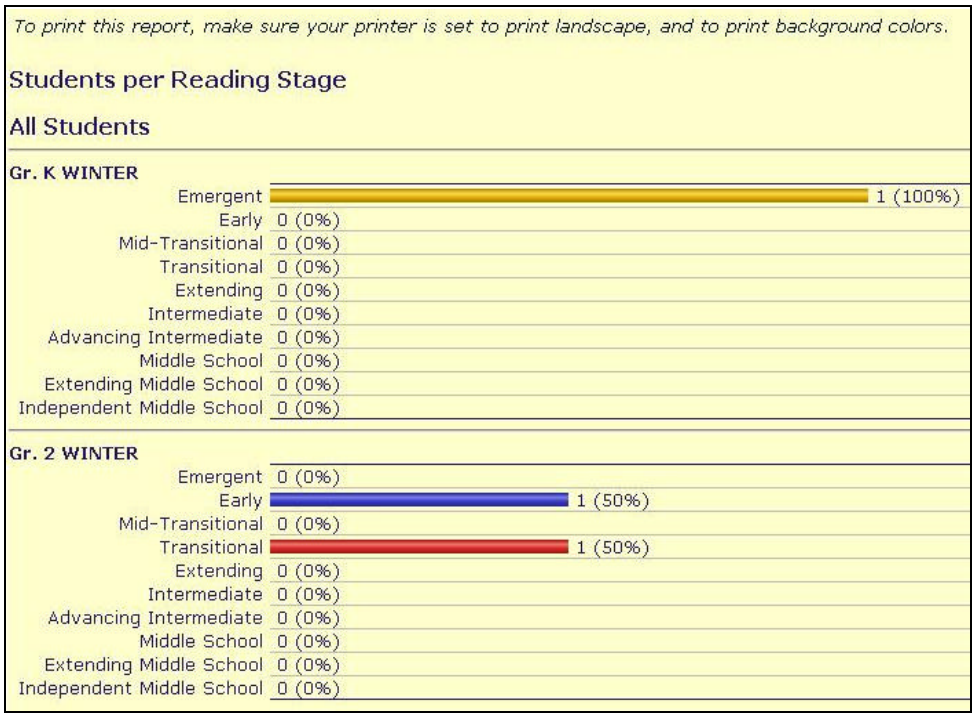
Gr. 2 WINTER

Reading Level	Students
4	1
28	1
Total:	2

Click on the count of students link to view the Student Detail Report for the selected reading level and assessment period.

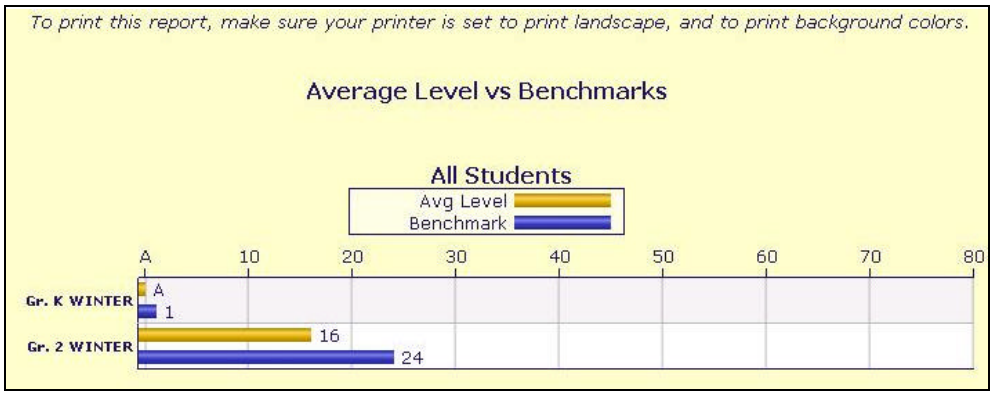
Students per Reading Stage Report

The Students per Reading Stage Report graphically displays the distribution of students at different reading stages.



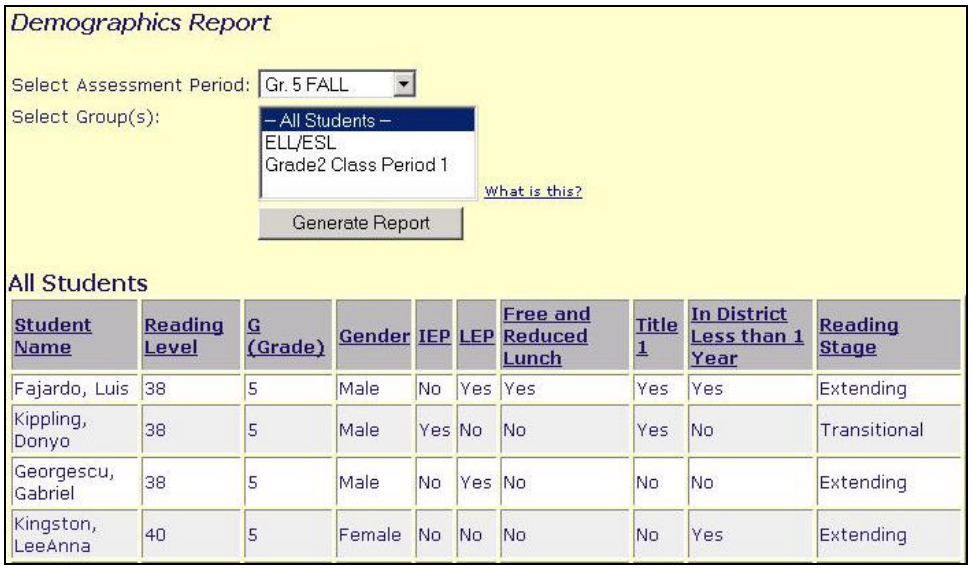
Average Reading Level vs. Benchmark Report

The Average Reading Level vs. Benchmark Report graphically displays average reading levels vs. district-established benchmark levels.



Demographics Report

The Demographics Report link on the Reports Menu displays a list of students with completed assessments along with their reading level, reading stage, and demographics by assessment period. Following is an example of the Demographics Report.



Demographics Report

Select Assessment Period: Gr. 5 FALL

Select Group(s): – All Students –, ELL/ESL, Grade2 Class Period 1

What is this?

Generate Report

All Students

Student Name	Reading Level	G (Grade)	Gender	IEP	LEP	Free and Reduced Lunch	Title 1	In District Less than 1 Year	Reading Stage
Fajardo, Luis	38	5	Male	No	Yes	Yes	Yes	Yes	Extending
Kippling, Donyo	38	5	Male	Yes	No	No	Yes	No	Transitional
Georgescu, Gabriel	38	5	Male	No	Yes	No	No	No	Extending
Kingston, LeeAnna	40	5	Female	No	No	No	No	Yes	Extending

Select an assessment period and group(s) of students, and click the "Generate Report" button to view the students within the assessment period.

Administration

Overview

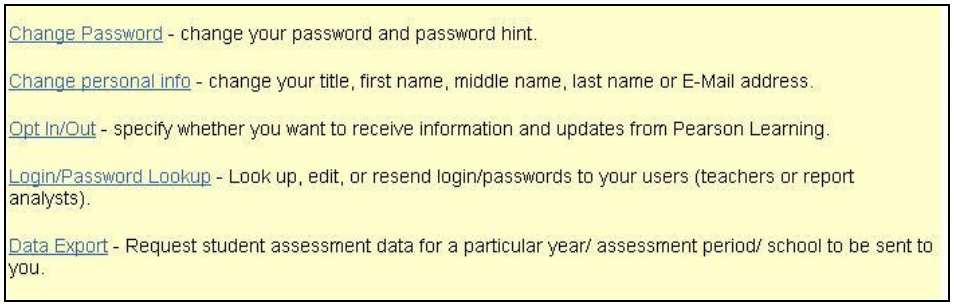
The Administration module is accessible from two locations within *DRA Online*.

1) Main Menu
2) Primary Navigation Menu

Administration provides a report analyst with the ability to change password and personal information, to opt in or out of the *DRA* Newsletter, and optionally, as determined by the school or district administrator, lookup logins and export data.

Administration Menu

The Administration Menu consists of the following options as displayed below.



Change Password

To change a password, click on the Change Password link on the Administration Menu. The Change Password form will be displayed.

Enter the current password and the new password, and then confirm the new password. An optional password hint can be entered, which provides a reminder if a password is forgotten. Click Submit to save changes and Reset to clear the form without saving changes.

Change Personal Info

To change personal information, click on the Change Personal Info link on the Administration Menu. The Change Personal Info form will be displayed as shown below.

Enter the personal information, and click the Submit button to save changes. Click the Reset button to clear the form without saving changes.

Opt In/Out

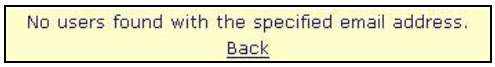
To opt in or opt out of the *DRA* Newsletter and other *DRA Online* user community updates, including announcements of new enhancements being made to the system as well as special promotions, click on the Opt In/Out link on the Administration Menu. The Opt In form will be displayed.

Select the Yes! or No! radio button and click Submit to save changes.

Login/Password Lookup

The Login/Password Lookup provides a simple means of looking up a user's login and password by entering the user's email address. This feature is only available when enabled by a school or district administrator. If this feature is not available, contact the school or district administrator of the DRA Online Management system and request that permission to access this feature be enabled.

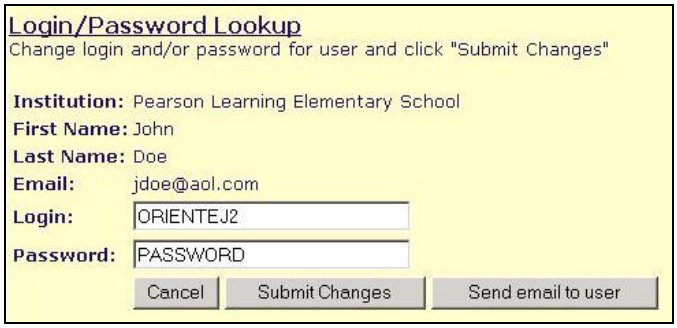
If the email address entered does not exist within the *DRA Online* database, then the following warning message will appear.



If the email address is found, then the user is displayed along with their school, name, user type, login, and password. In some cases, where more than one user may be sharing the same email address, multiple users may be displayed in the results.

Click on the Resend link to send the user's login and password to the email address on record. Click on the Edit link to update the user's login and/or password.

Edit Login/Password



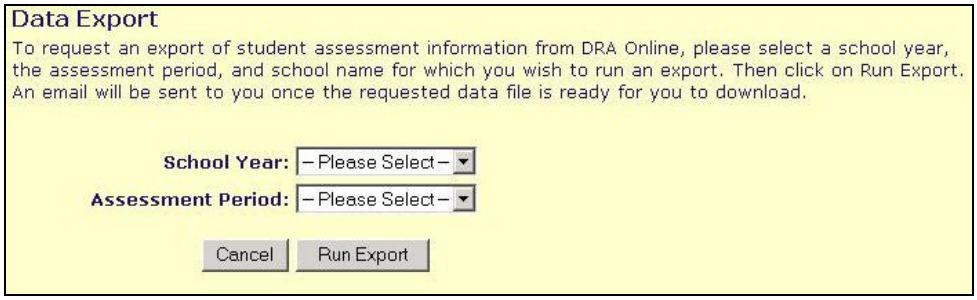
Clicking on the Cancel button will close the edit form without saving the change. Clicking on Submit Changes will save the changes to the *DRA Online* database without sending an email to the user. Clicking on Send Email to User will save the changes and send an email, alerting the user to the changes.

Data Export

The Data Export feature enables report analysts to download data from the *DRA Online* database without technical assistance. This feature is only available when enabled by a school or district administrator. If this feature is not available, contact the school or district administrator of the DRA Online Management system and request that permission to access this feature be enabled.

Set Criteria

Clicking on the Data Export link on the Administration Menu displays the Set Criteria form.

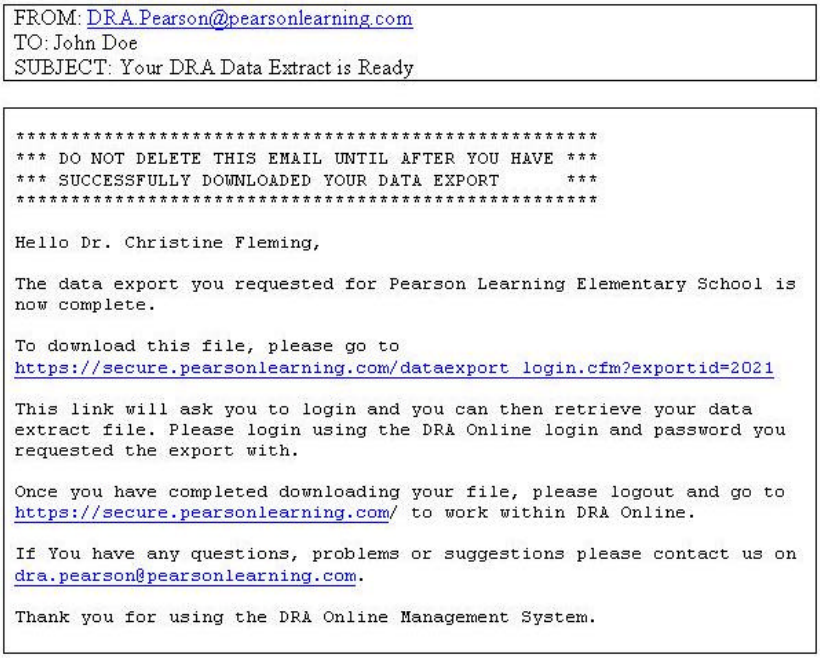


Select a school year and assessment period from the list box, and then click the Run Export button to submit your request. Click Cancel to close the form without submitting an export request.

Submitting this form sends a request to the database for fulfillment and generates the Data Export Confirmation page.

Instructions Email

For security purposes, an email will be sent alerting the requester when the download is available.



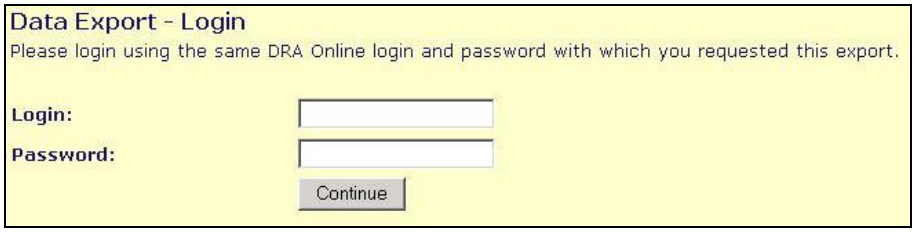
FROM: DRA.Pearson@pearsonlearning.com
TO: John Doe
SUBJECT: Your DRA Data Extract is Ready

```
******************************************************
*** DO NOT DELETE THIS EMAIL UNTIL AFTER YOU HAVE ***
*** SUCCESSFULLY DOWNLOADED YOUR DATA EXPORT      ***
******************************************************

Hello Dr. Christine Fleming,

The data export you requested for Pearson Learning Elementary School is
now complete.

To download this file, please go to
https://secure.pearsonlearning.com/dataexport_login.cfm?exportid=2021

This link will ask you to login and you can then retrieve your data
extract file. Please login using the DRA Online login and password you
requested the export with.

Once you have completed downloading your file, please logout and go to
https://secure.pearsonlearning.com/ to work within DRA Online.

If You have any questions, problems or suggestions please contact us on
dra.pearson@pearsonlearning.com.

Thank you for using the DRA Online Management System.
```

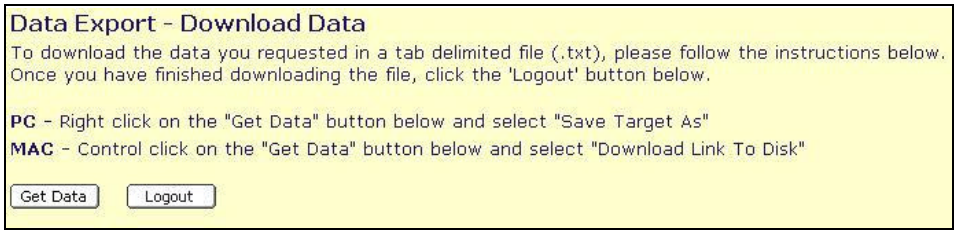
Included within the email are instructions for downloading the export file as well as a link to the data export area of *DRA Online*. Click on the link to open the Data Export Login page.

Login & Download

Enter a valid login and password to enter the download area of *DRA Online*.



Click the Continue button to display the Data Export – Download Data page.



The Download Data page includes instructions for PC and MAC users as well as the following two buttons.

- Get Data provides access to the export file generated by *DRA Online*.

- Logout closes the Data Export – Download Data window and logs the user out of *DRA Online*.

The download file is only available to the individual that requested the export. No other users can access the file through the *DRA Online* interface.

DRA® Online Management System

Created to support the powerful *Developmental Reading Assessment®—K–3, 4–8, 4–8 Bridge Pack*—the *DRA® Online Management System* provides a secure environment for teachers to manage their student assessment results in order to drive instruction. With *DRA® Online*, administrators now have instant access to the rich assessment data with powerful reporting features, giving them the tools to meet accountability requirements.

Manage Your Student Assessment Data With Greater Ease and Flexibility.

With *DRA® Online Management System*'s latest release, student data can be accessed and managed even more effectively, saving teachers time and giving them the ability to

- Store and manage student data centrally.
- Calculate everything from reading stage to level of comprehension and fluency.
- View student progress from K–8 at a glance.
- Appropriately group students to focus on their individual instructional needs.
- Compare student progress to benchmarks by grade or across the school or district.
- Automatically report progress through detailed reports to teachers and to school, district, or state level administration.
- Disaggregate *DRA®* data in order to meet accountability requirements of Reading First and school improvement plans.

TECHNICAL SUPPORT

For support or more information, please contact DRA.pearson@pearsonlearning.com. Or, if you have immediate Technical Support questions, call 1-800-968-4558 or click on FAQs (Frequently Asked Questions) on the Main Menu bar (once you have logged into your account) to search for specific answers.

Go to http://draonline.pearsonlearning.com and click on:

- "Take a Tour," then click "Start the Tour" for our online product tour
- "Take a Tour," then click "See Demo" for a self-directed demonstration
- "Registration Help" to access Help for getting started online

Celebration Press
Pearson Learning Group

1-800-321-3106
www.pearsonlearning.com